



POLICE TELECOMMUNICATOR/LATERAL ENTRY
(Open)
SALARY RANGE:
\$3,208 - \$3,372 - \$3,545 - \$3,727 - \$3,917 - \$4,118
FINAL FILING DATE: CONTINUOUS

THE POSITION

Under general supervision, receives 911 system emergency and non-emergency calls; dispatches assignments according to established procedures; operates various telecommunications center equipment; performs related work as assigned.

MINIMUM QUALIFICATIONS

- Equivalent to graduation from high school.
- Must possess a current Commission on Peace Officer Standards and Training Public Safety Dispatcher Certificate, and have a minimum of two (2) years experience in a public safety dispatch system.
- Must be currently, or within the past twelve (12) months, employed as a Telecommunicator or equivalent as determined by the City.
- Must have satisfactorily completed a probationary period in a position comparable to the City of Stockton classification of Police Telecommunicator II.
- Must be able to pass a physical examination, which includes a drug screen, administered by the City Physician. Must be able to pass a background investigation.
- Must be willing to work evening, night, weekend and holiday shifts.
- Must be willing to be called back or held over to maintain minimum staffing levels.

Certificates/Licenses

- Must submit a signed and dated copy of a valid Typing Proficiency Certificate, two years old or less, for at least 40 NET words per minute at time of application. The Typing Proficiency Certificate must specify the total number of gross words per minute typed, number of typing errors, and the net typing speed for a 5-minute timed evaluation (refer to example below). The Typing Proficiency Certificate must be an unaltered copy from a government agency, business college, public school, or other recognized agency that regularly tests and issues certificates of typing skills, and must be on their **official letterhead**.

NAME OF AGENCY	
Gross words per minute	45
Minus number of errors	5
Net words per minute	40
Timed minute evaluation	5

- Must submit a valid copy of their Commission on Peace Officer Standards and Training Public Safety Dispatcher Certificate **at the time of application**.
- Must possess a valid California Class “C” driver’s license by time of appointment.

NOTE: VETERAN'S PREFERENCE POINTS ARE NOT AWARDED TO LATERAL POLICE TELECOMMUNICATOR CANDIDATES.

THE EXAMINATION

Unassembled Examination (Pass/Fail) - An unassembled examination consisting of an appraisal of training, experience, and work history.

ALL APPLICATIONS MUST BE COMPLETED FULLY AND SUBMITTED ON AN OFFICIAL CITY OF STOCKTON APPLICATION FORM. INCOMPLETE APPLICATIONS WILL BE GROUNDS FOR REJECTION AND CANNOT BE REVISED AFTER THE FINAL FILING DATE.



EQUAL OPPORTUNITY EMPLOYER

CITY OF STOCKTON
HUMAN RESOURCES DEPARTMENT
22 E. WEBER AVE., SUITE 150
STOCKTON, CA 95202

OFFICE USE ONLY

Analyst
Date

☐ Accepted

Ineligible because of:

☐ Education☐ Lic./Cert.

☐ Experience☐ Other

1. POSITION APPLYING FOR: Police Telecommunicator I - Lateral

2. NAME:

6. DRIVER'S LICENSE #:

3. ADDRESS:

7. VETERAN'S PREFERENCE: Yes☐ No☐
If yes, attach copy of DD-214 or DDN-214

CITY/STATE/ZIP:

8. CERTIFICATES: (If required, attach)
TYPING NET WPM:
STENOGRAPHIC NET WPM:
OTHER:

4. TELEPHONE NUMBER: ()

5. SOCIAL SECURITY #:

9. EXPERIENCE RECORD: List most recent experience first, including paid and voluntary experience, that you feel qualifies you for this job. THIS SECTION MUST BE COMPLETED. A resume may be attached for supplemental information only. DO NOT INDICATE "REFER TO RESUME."

FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>			
			JOB DUTIES:					
REASON FOR LEAVING:								
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>			
			JOB DUTIES:					
REASON FOR LEAVING:								
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>			
			JOB DUTIES:					
REASON FOR LEAVING:								
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>			
			JOB DUTIES:					
REASON FOR LEAVING:								
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>			
			JOB DUTIES:					
REASON FOR LEAVING:								
10: EDUCATION AND TRAINING:								
Circle Highest Grade Completed 8 9 10 11 12 G.E.D. COLLEGE 1 2 3 4 Grad Studies? Yes <input type="checkbox"/> No <input type="checkbox"/>								
Colleges or Universities Attended		Location		From	To	Units Completed	Major	Degree
11. CONVICTION: Have you ever been convicted of a criminal violation of the law? You may exclude traffic-related infractions. Note: A "yes" answer will not automatically disqualify you from employment. Also, to the extent consistent with California law, a fingerprint check may be used to verify such information. Yes <input type="checkbox"/> No <input type="checkbox"/>				CONVICTION DATES & NATURE: (Attach a separate sheet, if needed.)				

CERTIFICATION OF APPLICANT: I hereby certify that all information that I have provided in connection with my application for employment with the City of Stockton is true and acknowledge that any misstatements made in my application or during any portion of the application process may result in my being disqualified from consideration or terminated from employment with the City of Stockton.

SIGNATURE: DATE:

Please provide the following information. It is being requested for statistical purposes only. Should you choose to provide the information, it will be detached from your application immediately upon receipt and will not be used in evaluating your qualifications for employment or for any other purpose proscribed by article 1, section 31, of the California Constitution.

ETHNIC ORIGIN – Please check only one.

1. ☐ White – Caucasian, Anglo Saxon
2. ☐ Black – All persons having origins in any of the Black racial groups
3. ☐ Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race
4. ☐ American Indian/Alaskan Native – All persons having origins in any of the original peoples of North America
5. ☐ Chinese
6. ☐ Japanese
7. ☐ Filipino
8. ☐ Other Pacific Islander
9. ☐ Other

SEX

- ☐ Male
- ☐ Female

AGE GROUP

- ☐ Under 21
- ☐ 21-29
- ☐ 30-39
- ☐ 40-49
- ☐ 50-59
- ☐ 60 or Older

Title of Position Applying for

How did you hear about the position?



**POLICE TELECOMMUNICATOR/LATERAL ENTRY
SUPPLEMENTAL APPLICATION**

Name:

The purpose of this Supplemental Application is to provide applicants the opportunity to elaborate in greater detail on that experience submitted as qualifying for the position and to assist the application review committee in evaluating each candidate. Please answer the following questions and attach your responses to the official application form.

It is important that you fully complete the application form, as well as this Supplemental Application. Although you may submit any personal resume or additional information you believe to be useful, please do not answer the supplemental application by indicating “see attached resume.” Please limit your response to no more than three typewritten pages.

1. Please indicate your experience as a Telecommunicator/Dispatcher:

Have you successfully completed a probationary period with another jurisdiction? Yes No

If yes, how long was the probationary period (months)?

Jurisdiction:

Your Title:

Dates of Employment:

Number of Sworn Officers:

Number of Dispatchers:

2. Why do you feel that your dispatching experience is comparable to the duties performed by a Police Telecommunicator in the City of Stockton?
3. Describe your specialized Telecommunications experience related to the following: CAD, CLETS, NCIC, RMS, WARRANTS, & RECORDS.
4. Describe your experience working with a multi-ethnic population.
5. Describe your experience, if any, working in an organization utilizing the Community Oriented Policing concept.